

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**SENIOR PLANNER  
PLANNING AND DEVELOPMENT DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs advanced-level, professional planning and research work in the City's Planning and Development Department. Employee reports to the Planning and Development Director.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs technical, administrative and professional work in the Planning and Development Department. Work involves directing and conducting development studies in areas such as land use, facilities planning, transportation, construction management, solid waste management, environmental affairs, and economic development. Subject to general direction from the Planning and Development Director and within the guidelines of broad planning policy objectives, employees of this class initiate and execute programs and activities in their assigned areas of specialization. Work may also include the preparation and coordination of state and federal grant program proposals. Supervision is exercised over subordinate professional, technical and clerical personnel. Considerable tact and courtesy must be exercised in frequent contacts with municipal, state and federal officials, and private citizens. Work is performed with considerable independence under limited supervision of the Planning and Development Director and is evaluated through periodic conferences, reports and observations, as well as the efficiency of any program operation.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Works with special purpose committees formed to study various issues.

Prepares and administers divisional budget; coordinates contracting agencies; coordinates agenda items for board meetings; and promotes and publicizes planning activities.

Deals with public on difficult projects and issues.

Directs staff in daily activities; hires and trains new staff as required.

Provides initial interpretation of ordinance requirements.

Serves as Department liaison and contact with Planning and Zoning Commission.

Directs complex studies and ordinance revisions.

May develop and maintain Division budget.

Conducts public meetings and hearings, and prepares and makes public

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presentations to explain planning proposals and recommendations; may serve as principal staff to various City commissions and committees.

Provides technical assistance to other City departments and other agencies.

Answers inquiries regarding planning functions.

Directs implementation of general planning projects.

Maintains records and prepares periodic and special reports.

May hire, supervise and direct Division staff.

## **ADDITIONAL JOB FUNCTIONS**

Prepares charts, maps, graphs and other illustrative material for presentation to elected officials, appointed boards, community groups and concerned citizens.

Performs related work assignments as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles and practices of urban planning.

Thorough knowledge of governmental programs, laws, grants and services pertinent to the planning process.

Thorough knowledge of the environmental and socioeconomic implications of the planning process.

Thorough knowledge of research techniques and reporting methods.

Considerable knowledge of the principles of supervision, administration and organization.

Considerable knowledge of the current literature, trends, and developments in the field of planning specialization.

Skill in the collection, analysis and presentation of technical data and planning recommendations.

Ability to organize and conduct complex planning and research studies and to formulate substantive recommendations based on such studies.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

## **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in urban planning, landscape architecture or a related field, with a master's degree and AICP certification preferred, and 3 to 5 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

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### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Salary Grade 23  
Exempt